

Reaffirmation Agreement

This procedure explains how to file a Reaffirmation Agreement.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)

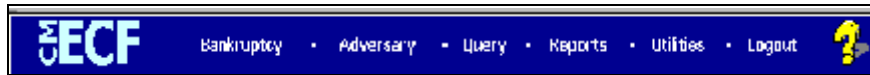


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click the [Creditor Claim Actions](#) hypertext link.

- STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the case number, including the hyphen, YY-NNNNN.
- ☐ Click **[Submit]**.

- **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **FILE A CLAIM ACTION** screen displays.

- ☐ Click the ▼ arrow and select *Reaffirmation Agreement (filed by Creditor)* from the pick list.
- ☐ Click **[Submit]**

- **NOTE:** Before you attach the Reaffirmation Agreement document it must be converted to a pdf format.

- STEP 5** The **ATTORNEY SELECTION** screen displays.

- ☐ Click **[Submit]** to proceed.

- ☐ When prompted Note: you have not selected an attorney, click the **OK** button.

STEP 6 The **SELECT THE PARTY** screen displays.

- ☐ Click on the creditor's name to highlight it. Note: If the creditor's name is not listed, click on **Add/Create New Party** to add the party to the case.
- ☐ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ☐ Enter the party's last or business name in that field.
- ☐ Click **[Search]**.

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ☐ Click on the party's name to select them.
- ☐ Click **[Select name from list]**.
 - ☐ Click **[Create new party]** and add the party's information when they are not listed.

STEP 9 The **PARTY INFORMATION** screen displays.

- ☐ The party's role type is **Creditor**.
- ☐ Click **[Submit]**.

STEP 10 The **PARTY SELECTION** screen displays.

- ☐ Click **[Submit]**.

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ☐ Click **[Browse]** to locate the Reaffirmation Agreement on your hard drive or network.
 - In the *File Upload* box, click on the *Files of type ▼* symbol.
 - Select **All Files**.
 - Right-click on the PDF document.
 - Click on **Open** from the drop down list.
 - Verify that it is the correct PDF document.
 - Click **X** in the upper-right corner of the PDF document to close it.
 - Double-Click the file name to attach the document to the electronic event.
- ☐ Click **[Submit]** if the filename is correct.

STEP 12 The **NAME/NUMBER VERIFICATION** screen displays.

- ☐ Verify the case name and number.
- ☐ Click the **[Submit]** button.
- ☐ Click the **[Submit]** button.

STEP 13 The **FINAL TEXT** screen displays.

- ☐ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 14: The **NOTICE OF ELECTRONIC FILING** screen appears

- ☐ Print a copy of the screen for your records. This is the verification of the date and time the Reaffirmation Agreement was filed with the court.
- ☐ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:
<http://pacer.psc.uscourts.gov>.